



## *Tigard Affordable Housing Fee Assistance Program*

### **City of Tigard, Oregon**

13125 SW Hall Blvd.  
Tigard, Oregon 97223  
503-639-4171

**FY 2007-08**

## **AFFORDABLE HOUSING FEES AND CHARGES ASSISTANCE REQUEST**

Organization Name:

Address:

City, State, Zip:

Contact Name:

Telephone Number:

Email address:

Address/location of the project site:

[Note: only projects located within the Tigard City limits are eligible for funding assistance]:

1. Briefly describe your organization and the type(s) of affordable housing opportunities you provide or are seeking to provide.

2. Describe the activity for which you are requesting fee relief.

3. Describe the fees and charges (including amounts per unit) that you are seeking City funds to offset.

4. Describe the status of all necessary land use, zoning, and building plan approvals.

5. Indicate whether the project will require the relocation of any household or business.

6. Request (express in whole dollar amounts only): [Note: the City budget amount available for all projects combined during FY 07-08 is \$10,000.]

Dollar amount per unit	\$
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Number of units	
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Total request	\$
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7. Briefly describe how your project addresses each of the guidelines adopted by the Tigard City Council for considering fee assistance requests. Omit guidelines 7 & 9. [Use and insert additional page if needed.]

8. Describe when you anticipate being able to use the requested funds.

9. Certification

I hereby certify, by signature below, that the information contained in this application is true and correct to the best of my knowledge.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Typed Name and Title \_\_\_\_\_

**Note:** Submit one original of the completed application. The application deadline is **4:00 pm, June 29, 2007** at Tigard City Hall. Applications are accepted twice per year. The deadline for the second fiscal year round of applications is December 21, 2007.

Applications transmitted by fax or email will not be accepted. Mail or deliver to:

City of Tigard  
Attn: Duane Roberts  
13125 SW Hall Blvd.  
Tigard, OR 97223

Should you have any questions about how to complete the application form, contact Duane Roberts; 503-718-2444; [duane@tigard-or.gov](mailto:duane@tigard-or.gov).

# Affordable Housing Fee Assistance Guidelines

1. Both for- and not-for-profit entities are eligible to apply for affordable housing fee assistance funds.
2. Eligible activities include affordable housing acquisition, development, and rehabilitation. Affordable housing acquisition and development will receive greater consideration than rehabilitation.
3. High consideration will be given to projects that facilitate the dispersal of affordable housing within the City.
4. The proposed project must be consistent with City housing policies and applicable planning and zoning standards.
5. Only units targeted to households earning at or below 50% of median income are eligible for City funds. Units targeted to households earning 60% of median income are eligible when the project includes an equal number of units serving households at or below 50% of median.
6. The organization guarantees that the housing produced or rehabilitated will maintain long-term affordability, with long-term defined as the longer of 25 years, or, if applicable, the life of any State or Federal loan used to finance the project.
7. The organization guarantees that the project will be enrolled in the City Enhanced Safety Program (ESP) and maintain ESP certification for the respective (a.) period of long-term affordability defined in guideline #5, or (b.) the life of the ESP program.
8. Council review and approval of each separate award will be required. This review will include an in-person presentation to Council by a representative of the organization making the request.
9. The time limit on the use of the funds is two years.
10. Applications for assistance will be accepted twice per year. Applications shall be submitted on forms provided by the City of Tigard.
11. The maximum amount available is \$500 per qualified unit, up to the current Social Services and Events Fund affordable housing set-aside line item balance.